



# Wentzville Police Department

Kurt Frisz, Chief of Police



## REQUEST FOR COPY OF POLICE REPORT

Date of Request: \_\_\_\_\_

Name of Person making request: Last: \_\_\_\_\_ First: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

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Report/ Incident Number: \_\_\_\_\_ Date(s) of Incident(s): \_\_\_\_\_

Individual's involved in incident: \_\_\_\_\_

Type of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Your involvement:  Involved in the incident  Insurer of person involved in incident  Civil  
 News Media  Attorney of person involved in incident  Parent/Legal Guardian  
 Other, explain: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Requesting:  Copy of Incident  Copy of Report  Copy of Supplement(s)  
 Accident Report  Copy of Video/Audio (if available/applicable)  
 Copy of Photos (if available/applicable)  Arrest report.

911 audio is a closed record per 610.15 of the Missouri Sunshine Law  
and unavailable to the general public.

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Under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri (RSMo. 610.010, 610.023, 610.024, 610.026), entities are allowed to charge a reasonable fee to research, locate, and copy the reports, as well as charge for supply costs. The fee can be requested prior to making the copies available. **The current fee for a basic report is \$5.00 for each report requested.** For more extensive searches of reports/video/audio, the cost will increase due to research and redaction time. Cash or a money order will be accepted. Money orders should be made payable to the City of Wentzville.

Revised Missouri State Statute, Missouri Sunshine Law, Chapter 610 allows for a reasonable length of time to allow the information to be gathered, but the request must be **acted upon** by the end of the third business day following the date the request is received by the custodian. The period may exceed three days for reasonable cause.

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Office use only: Driver's license/other identification \_\_\_\_\_

Date sent/issued: \_\_\_\_\_ Released by: \_\_\_\_\_

Reason denied: \_\_\_\_\_